

FAQ's

General Information

What are the clerk's office hours of operation?

The clerk's office is open from 8:30 am to 4:30 pm Monday through Friday.

What is the Clerk's office mailing address?

Clerk of Court
517 East Wisconsin Avenue, Room 362
Milwaukee, WI 53202

May I speak to Jon W. Sanfilippo, Clerk?

The deputy clerk answering the telephone will be able to assist you or will direct you to the person who can.

What are the various court fees?

See the Fee Schedule

Can I file via fax?

Not without prior approval of the assigned judge.

What counties are in each division for purposes of case assignment?

See the Territory map

How do I retrieve a file that has been archived?

To retrieve files from the NARA in Chicago, the retrieval fee must be paid in advance to the Clerk of Court. When submitting the fee, please provide the case number and case caption. Upon receipt of the retrieval fee, the file will be ordered and may take up to 10 days to reach the Clerk's office. You will be notified when it arrives. See the Fee Schedule for the current fee amount.

OR

You may deal directly with the NARA. 773-948-9040 (www.archives.gov) If so, you will need to obtain the location and accession numbers by calling the Clerk of Court's office before contacting the NARA.

How do I file a judgment from another District Court?

File Form 451, Certification of Judgment to Be Registered in Another District, completed by the originating district court, along with a filing fee payable to Clerk, US District Court. See the Fee Schedule.

ECF Related

How do I register for ECF?

Fill out and submit the ECF Registration form which can be accessed via our website, under on Form Repository - Attorney Admission Forms. After submission, an email will be sent to the attorney requesting confirmation of receipt. The attorney must then reply to the email before the login and password information is sent by separate email.

How do I access ECF?

<http://ecf.wied.uscourts.gov> or via our website - CM/ECF - Electronic Case Filing - CM/ECF login, then click Eastern District of Wisconsin - Document Filing System link. Enter your login and password from our court, not from PACER. Do not enter anything in client code.

Please note: The login and password provided by PACER is for viewing or querying cases; a separate login and password provided by the Clerk of Court's office is needed for electronic filing in CM/ECF.

Do I need to obtain a case number before I electronically file a new case?

No, you will receive a case number automatically upon opening the new action.

How do I enter the case number for searching?

The following format works best: 11-123. Use only the numeric values of the case number, do not use 'cv' or 'cr.'

What is the megabyte limit?

Currently 10 Megabytes. You can verify by clicking on the CM/ECF logo on your screen at the top left.

I can't find the event for Certificate of Interest?

It's now called Disclosure Statement. See Civil Local Rule 7.1.

Is a Certificate of Service required?

A separate certificate of service is not required for papers served electronically if all parties were served through the Court's ECF system. See Civil Local Rule 5.

How should documents such as Stipulations be signed?

Electronic signatures shall be used for all parties signing the original document.

Documents with notaries and non-attorney signatures shall be electronically filed with the electronic signature. Originals to be maintained by the filing attorney.

NOTE: Documents with original signatures other than that of the filing attorney must be kept by the filing attorney for at least one year after the appeal time expires. The filing attorney must provide original documents for review upon request of the judge.

How do I file a proposed order?

The proposed order is electronically filed as an attachment to a motion or stipulation. After electronically filing the proposed order, you then must email the order in WordPerfect compatible format (which is a "Save As" option in most word processing software) to the assigned judge.

For proposed orders only:

AdelmanPO@wied.uscourts.gov
CallahanPO@wied.uscourts.gov
ClevertPO@wied.uscourts.gov
GoodsteinPO@wied.uscourts.gov
GorencePO@wied.uscourts.gov
GriesbachPO@wied.uscourts.gov
JosephPO@wied.uscourts.gov
RandaPO@wied.uscourts.gov
StadtmuellerPO@wied.uscourts.gov

How is the civil summons issued?

Prepare the summons using the AO440 Civil Summons from the court's web site. If you do not use this PDF version of the summons, we will not be able to electronically issue the summons.

Once prepared, click on the 'Save as' button located at the bottom of the summons. This saves the summons in a format usable by the Clerk's office.

Electronically file the summons as an attachment to the Complaint, or initiating document. Once the summons appears on the docket, we will electronically issue the summons and email it back

to the filing attorney.

Do I still need to prepare a cover letter?

No, not unless you are requesting action. However, if you feel the need to prepare one, please efile it as an attachment to the document being filed.

What if I make a mistake efileing a document?

Do not attempt to re-file your document. Call the Clerk's office 414-297-3372 and a deputy clerk will walk you through how to fix the mistake.

Why are there two boxes that pop up when I am attaching a document?

The first box, Category, gives you choices to pick from in naming your attachment, simply click on one. The second box, Description, allows you to type additional information related to the attachment. You may use both boxes as long as the attachment is described.

Why am I receiving Notices without a document number hyperlink?

As a registered user of ECF, you will receive electronic notices of filings in all cases in which you are involved. Electronically filed documents are designated by a blue number with a hyperlink to the document image. Traditionally filed documents, those in paper format, do not have the hyperlink or line under the document number.

Miscellaneous Information

Click on the CM/ECF logo at the top left of your screen. Then click on the Further Court Information link. An information screen will pop up showing you megabyte limits, contact information for the courts and PACER, and what each case flag represents.

How do I change my email address?

You can do that yourself, by logging in to CM/ECF, clicking on Utilities, then clicking on Maintain Your Account. Then one more click to Email Information. ****When you are done entering the email address, click the Return to Person Information screen button and then click the Submit button.**

Is there a charge for filing a Satisfaction of Judgment?

No.

Is there a charge for filing a Third Party Complaint?

No.

How do I obtain a transcript or copy of a hearing?

Please refer to the section titled Court Reporting and Transcripts on our website.

Are federal tax liens filed with the District Court?

No. Please contact the appropriate county clerk's office.

